

Duty Location: **The Hague, The Netherlands****VACANCY NOTICE****Senior Engineer (Project Coordinator Infrastructure)****Shared Resources Segment General Services**Grade: **A3**Reference Number: **A3-GSRC-Infra-12-NLD**

This is a position within the NATO Communications and Information Agency (NCIA), an organization of the North Atlantic Treaty Organization (NATO);

The NCIA has been established with a view to meeting to the best advantage the collective requirements of some or all NATO nations in the fields of capability delivery and service provision related to Consultation, Command & Control as well as Communications, Information and Cyber Defence functions, thereby also facilitating the integration of Intelligence, Surveillance, Reconnaissance, Target Acquisition functions and their associated information exchange.

The General Services Resources Centre Team (GSRC) is an organization pulling together the general services for NC3A.

In close cooperation with the Head, Building and Facilities (NLD), the Senior Engineer plans, directs, organizes, controls and reviews the building, infrastructure and business continuity requirements of the Agency in The Hague; The Netherlands;

The incumbent works closely with Agency senior management personnel on all building and facility related issues; He/She is responsible for scheduling, drafting, planning and support the implementation of necessary major reallocations of staff and to ensure a minimum disruption of the Agency Business Continuity operational requirements;

The incumbent needs to plan and ensure that critical facilities and infrastructure are identified and protected to foresee that any loss of service is mitigated to the fullest extent possible.

Duties:

Under the direction of the Head, Building and Facilities (NLD), but largely on own initiative, the incumbent will perform duties such as the following:

- Provide expert knowledge of project management methods for major building extension, renovation and construction. He/She will work in close cooperation with the Ministry of Defence of the Netherlands, the Municipality of The Hague, the Province of South Holland and the Architectural/Concept Design and Construction Management Team to obtain the required permits, provide oversight of the costs, schedule, risk and change management aspects of the renovation, design and construction of a new building in The Hague and coordinate the move of all occupants of the current building to temporary facilities and finally to the new/renovated premises;
- Liaise and pro-actively take the necessary actions and ensure that third parties' development plans will not hamper or obstruct the Agency infrastructure development plan;
- Actively initiate and arrange the invaluable support from Dutch local authorities (Ministry of Defence and its infrastructure department (DVD), Ministry of Foreign Affairs, TNO, Municipality, Province South Holland) and host nation representatives at NATO HQ and NATO Infrastructure Committee;
- Deputize for higher grade staff if required;
- Perform other duties as may be required.

Experience and Education:

- A university degree in architectural or civil engineering, preferably equivalent to a Master's/Bachelor's and supplemented by relevant postgraduate qualifications. Exceptionally, the lack of a university degree may be compensated by the demonstration of particular abilities or experience of interest to the Agency;
- At least five years relevant experience in managing architectural/infrastructure projects;

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- Advanced principles and practices of capital improvement program budgeting, cost estimation, funding, project management, and contract administration;
- Thorough knowledge of civil engineering principles, techniques, policies, and procedures;
- Knowledge and experience in modern office practices and technology, including personal computer hardware and software applications related to the work, such as computer-aided drafting concepts and applications.

Desirable Experience and Education:

- Prior experience of working within or with the Dutch Ministry of Defence and its infrastructure department (DVD) environment;
- Prior experience with TBCE (Type B Cost estimate) and having the knowledge on how to submit a successful (CP) Capability Packages;
- Prior experience of working and dealing with the NATO Infrastructure Committee projects;
- Prior experience of working in an international environment comprising both military and civilian elements;
- Knowledge of NATO responsibilities and organization, including ACO and ACT.

Language Proficiency:

- A thorough knowledge of one of the two NATO languages, both written and spoken, is essential and some knowledge of the other is desirable.
- Due to the extensive contacts with the Dutch authorities at a higher professional level, knowledge of the Dutch language, both written and spoken, is essential.
- **NOTE:** Most of the work of the NCI Agency is conducted in the English language.

Competencies or Personal Attributes:

- Drive for Results - Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
- Priority Setting - Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinders accomplishing a goal; eliminates roadblocks; creates focus.
- Planning - Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- Problem Solving - Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- Customer Focus - Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- Negotiating - Can negotiate skillfully in tough situations with both internal and external groups; can settle differences with minimum noise; can win concessions without damaging relationships; can be both direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing.

Travel:

- Business travel to NATO and national (NATO and non-NATO) facilities as well as frequent travel between the NCIA offices;
- May be required to undertake duty travel to operational theatres inside and outside NATO boundaries.

Professional Contacts:

The incumbent is responsible to establish professional contacts with:

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- Landlord (Dutch Ministry of Defence), TNO, Dutch Ministry of Foreign Affairs, Dutch Ministry of Environmental, NATO Infrastructure Committee representatives, Host Nation representatives at NATO HQ, Municipality of The Hague authorities, Province South Holland authorities, Dunea and Natura 2000 authorities, architectural and engineering consultants, construction companies, building installation vendors/suppliers:

Supervisory/Guidance Duties:

The incumbent may supervise, administer and give professional guidance to the Building and Facilities technical staff when requested by the Head, Building and Facilities (NLD).

Working Environment:

- Normal office environment;
- Occasional exposure to construction and renovation site environment.

Security Clearance Level: NATO Secret

Starting Salary and Contract Offer:

- Starting basic monthly salary is 6,283.02 Euro and is exempt from income tax. Additional allowances may apply depending on the personal circumstances of the successful candidate.
- This post is offered for the period of 3 years, and is a part-time arrangement (80%). Serving civilian members of NATO will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

How to apply:

To apply for this position, **you must complete an application form** together with Post Requirements Form (quoting reference "A3-GSRC-Infra-12-NLD") and send it to recruitment@ncia.nato.int by close of business:

Monday, 26 November 2012

- Candidates who are serving civilian members of NATO are requested to mention their telephone extension in their applications. Applications from serving civilian members of NATO should be made through the candidate's Head of Service, or through the Human Resources/Personnel Section of the NATO Body, whichever is appropriate.
- Applications from candidates who do not meet the required qualifications will not be taken into consideration.
- Please note that curriculum vitae will not be accepted, unless accompanied by a completed application form and post requirements form. Applications not submitted on the NATO application form will not be taken into consideration. NATO CI Agency application forms can be downloaded from the internet at <http://www.ncia.nato.int/Opportunities/Pages/Vacancies.aspx>